

PERSONNEL & BUDGET COMMITTEE MEETING MINUTES

Thursday, January 3, 2008

9:30 a.m.

Members Present: Leslie M. Ficcaglia (Chairperson), Betty Wilson, Robert Hagaman, Norman Tomasello, Francis Witt

Members Absent: Guy Campbell, William J. Brown, Ed Lloyd (alternate)

Staff Present: John Stokes, Donna Connor, Eartha Williams

Others Present: Sharon Price-Cates, Theresa Lettman, Kevin Frenia

Chairperson Ficcaglia opened the meeting.

Chairperson Ficcaglia introduced the first agenda item, Approval of the Minutes of the November 1, 2007 meeting. With no comments or questions, Chairperson Ficcaglia asked for a motion. The approval of Personnel and Budget Committee meeting minutes from November 1, 2007 was moved by Commissioner Witt, seconded by Commissioner Tomasello and unanimously approved.

Chairperson Ficcaglia introduced the next agenda item, Discussion of the Application and Timing of Salary Range Increases. John Stokes and Donna Connor briefly stated the current policy on how and when the salary ranges are adjusted by the Consumer Price Index (CPI). Although the committee had previously discussed changes to the way in which the Commission adjusts the minimum salary of position ranges, John Stokes noted that those discussions will probably need to take place with the CWA during contract negotiations and that he will discuss this further with the Commission's labor counsel. The Committee agreed.

Chairperson Ficcaglia introduced the next agenda item, FY 2009 Budget Request Update. A copy of the FY2009 budget chart provided to OMB was distributed to the Committee. Donna Connor summarized the information contained on the chart and the probable deficit in FY 2009. John Stokes reviewed the impact of not being permitted to draw from the State's interdepartmental accounts, especially for increases in fringe benefit costs. He summarized the current personnel situation regarding vacancies and employees on leave during closed session.

Chairperson Ficcaglia introduced the next agenda item, FY 2007 Annual Financial Statements Update. Kevin Frenia, CPA from Holman & Frenia was introduced. His firm was hired to assist with the FY 2007 annual financial statements which are presented to the auditors. He stated that the documents prepared by John Schoenberg were not usable and would need to be re-created. He was doubtful that the contracted 20 hours would be sufficient to complete the scope of work and that the timeline could not be met. Donna Connor stated that she would work closely with

Mr. Frenia and would help with re-creating these documents. The Committee stressed the importance and urgency of this task. Mr. Frenia was invited to attend the pre-audit conference on January 31, 2008. Some portions of this discussion were held in closed session.

Chairperson Ficcaglia introduced the next agenda item, Check Register and Electronic Funds Transfer (EFT) Disbursements for November/December 2007. Donna Connor provided additional information on several checks and the electronic fund transfers.

Chairperson Ficcaglia introduced the next agenda item, Other Items of Interest, which included the following updates:

Employee Actions (November/December 2007) – Donna Connor noted two recent resignations and three employees who left in December. She also mentioned that two employees have been approved for family leave and that several recruitments are currently on hold.

Fenwick Manor Renovations Update – Donna Connor stated that she was hopeful that the bid packages would be sent out in mid-January following approval of the revised plans.

Application Fees Update - Donna Connor stated that the total amount received for application fees during November and December was very low and that the FY08 budgeted revenue will likely be reduced.

Chairperson Ficcaglia introduced the next agenda item, Meeting Open for Public Comment/Questions. There were no comments or questions from the public.

Chairperson Ficcaglia asked for a motion to go into closed session. The motion was moved by Commission Witt, seconded by Commissioner Tomasello and unanimously approved.

The Committee returned from closed session.

With no further items to discuss, Chairperson Ficcaglia asked for a motion to adjourn. The motion was moved by Commission Witt, seconded by Commissioner Hagaman and unanimously approved. The meeting was adjourned at 11:30 a.m.